

14 APR 1963

card
Honorable Bernard L. Boutin
Administrator, General Services Administration
Washington 25, D. C.

Dear Mr. Boutin:

Thank you for your letter of 19 April 1963 to Mr. McCone suggesting that Mr. [] and I attend the conference for Records Management Officers to be held during the period 17-20 June 1963.

I regret that I will be unable to attend the conference, but [] is planning to represent the Agency. I am certain he will find it equally as profitable this year as he did in 1962.

I wish the conference every success.

Sincerely,

LS/
L. K. White
Deputy Director
(Support)

CG MA 84 8 25 RIA

SA-DD/S:RHW:fmf (24 Apr 63)

Distribution:

- Gr & 1 - Adse
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DD/S 63-1644 - Letter to DCI fr GSA dtd 15 Apr 63 re: Conference for Agency Records Management Officers - June 17-20, 1963

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GENERAL SERVICES ADMINISTRATION



Washington 25, D.C.

APR 19 1963

Honorable John A. McCone
Director, Central Intelligence Agency
Washington 25, D.C.

Dear Mr. McCone:

The General Services Administration will conduct a special conference for Agency Records Management Officers and their superiors during the 4-day period June 17-20, 1963.

The conference will enable participating officials to explore recent developments in the field of records management and to consider how best to use them in improving the efficiency and effectiveness of Federal paperwork operations and activities.

The attached agenda lists the subject matter areas to be considered at the conference. There are 11 sessions including three in the evenings. Leadership for the sessions will be provided by outstanding Government specialists in each of the subject matter areas. Session leaders will develop essential information, raise important issues, and advance new perspectives. Attending officials will participate in open discussion, an integral part of each session.

The conference will be held at the Washingtonian Motel, Rockville, Maryland. There will be no participation fee but the Departments and Agencies will be expected to pay the travel and per diem expenses of their representatives.

We hope that the Central Intelligence Agency will be represented at the conference. We suggest that you may wish to have Mr. [redacted] and Col. L. K. White attend. Of course, if you prefer to have someone else attend, we will be glad to have your nomination.

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Sincerely yours,

BERNARD L. BOUTIN
Administrator

Enclosure

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Session

MONDAY, JUNE 17

- | | | |
|---|-----------|-----------------------------------------------------------|
| 1 | Morning | What Does Professionalization of Records Management Mean? |
| 2 | Afternoon | Appraising Program Effectiveness |
| 3 | Evening* | A Research Program for Records Management |

4	Morning	Paperwork Management as an Inventory of Information
5	Afternoon	Classification Doctrine in Paperwork Management
6	Evening*	A Research Program for Records Management

7	Morning	Paperwork and Procedural Analysis
8	Afternoon	Paperwork as Data Flow
9	Evening*	A Research Program for Records Management

10	Morning	Productivity and Quality Control
11	Afternoon	Training and Development of Records Analysts

and plans. 13 3 28 23 4 20 22

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
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Orig. to Ex Dir via DD/I from Mr.
Ex Dir sent to DD/S, with attachment.

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22 Apr 63

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